

Protocol I – Safe Retrieval of Materials for Secondary Schools

Schools will develop a plan using the guidelines below, that makes sense for their site. Student items may include personal items (e.g., clothes), medications, completed schoolwork, etc. Depending on the size of the school, this process may take several days.

Our hope would be that all secondary schools would have a plan in place and be ready to welcome students during the week of June 8, 2020.

1.0 STAFF ENTRANCE REQUIREMENTS/RESTRICTIONS

Safety Considerations:

- Staff entry to building requires following the *TVDSB – COVID-19 Protocol B Access to Buildings Protocol*, including the *Ontario COVID-19 Self- Assessment* which is found on the Employee Portal. <https://covid-19.ontario.ca/self-assessment/>
- Hand-sanitizer will be provided upon entry to the building.
- Staff will be assigned a time to be in the school in consultation with their administrator.
- Number of staff in the school must allow for appropriate physical distancing.
- Access is prohibited to anyone who is exhibiting symptoms of COVID-19.
- No other meetings or activities are permitted during this time.

Note: Physical distancing (2m) **MUST** be maintained throughout this protocol. Following health unit guidelines, gloves / masks are not required for this activity unless noted. Staff may choose to wear their own face coverings at their discretion. Staff are always encouraged to practice good hand hygiene (e.g. frequent hand washing and the use of alcohol-based sanitizer). Sanitizers are mounted in the main office of all schools.

2.0 STUDENT PICK-UP:

- Passive Screening posters will be posted on exterior doors used for entrance by students (these signs will be sent to schools prior to June 5, 2020); ‘passive screening’



is the act of using signage to warn visitors to not enter if they are experiencing any symptoms listed and to alert them to public health expectations such as sneezing and coughing etiquette. Administrators are required to be onsite during student pick up dates.

- A greeter will need to be stationed at each student entrance point to record students' name and date of entry. This must be completed while maintaining physical distancing. It would be beneficial to ensure that a table is set up at each station to ensure safe distancing at these entry points.
- Staff will be required to be present in areas such as music, technology and art classrooms for students to collect personal items.
- Students will be asked to bring their own bag/backpack to retrieve their items. The school custodian will have some plastic garbage bags available as needed.
- Students may return items such as textbooks, library books and supplies at a predetermined location upon arrival. This does not include board-loaned devices and/or SEA equipment.
- Returned items should be placed in boxes that are categorized by type. This should be a contactless process between students and staff for the drop off. Staff segregating/handling these items should wear gloves for this activity
- Monitors will be required to supervise student access areas throughout the school.
- Order of access considerations:
 - To minimize the number of students arriving at the school on a given day, we encourage staggered access on different days and times by alpha.
- Please note that many international students have returned to their home country. Please do your best to collect their personal belongings and make arrangements to return them at an alternative time.
- Custodians may be required to cut off locks in the event that a student does not know their combination.
- School cameras MAY NOT be used to supervise the hallways while students are in the school.
- Physical distancing and safe hygiene practices include:
 - Creating a schedule that limits the number of students permitted in the building at a specific time.
 - Closing off areas/hallways where access is not required.
 - Using a line-up system outside with 2m sidewalk markers.
 - Having hand sanitizer at each entry site.

- Creating a direction of flow within the building (e.g. arrows on the floor similar to a grocery store).
- Using separate entry and exit doors if warranted.

3.0 OPENING AND EMPTYING OF LOCKERS IF STUDENTS DO NOT ATTEND THE SCHOOL

- Support staff will prepare labels with student name and locker for students unable to attend and for unclaimed lockers.
- Custodians (2 required) will open lockers using either the provided lock combination or by cutting off the lock.
- Student items will be placed in a plastic bag and tagged with student name.
- School items (e.g. textbooks) should be collected and stored at the school as per the administrator's direction.
- Administrators will establish a protocol with custodians for the discovery of any items of concern (e.g. contraband or weapons).
- Bags of student items should be stored and organized at the school as per the administrator's direction.
- Administrators will establish a system of 'curbside' pickup for students who are unable to collect their belongings.